

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft Corporation

Travel date(s): October 2-3, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	538.53	Prevailing Oct 2019 per diem rates for 2 nights	\$76 one day	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Multiple workshops intended to familiarize staff with cybersecurity, cloud computing and accessible gaming

09/11/2020
(Date)

RODNEY KAZIBWE
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

09/11/2020
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Charles E. Schumer

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC AUG29'19PM 3:28

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rodney KazibweEmploying Office/Committee: Charles E. SchumerPrivate Sponsor(s) (list all): Microsoft CorporationTravel date(s): October 2nd - 3rd, 2019*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Redmond, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the technology and telecommunications legislative Aide this trip will allow me an opportunity to demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

08/29/2019
(Date)

Rodney Kazibwe
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Charles E. Schumer hereby authorize Rodney Kazibwe
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

08/29/2019
(Date)

Charles E. Schumer
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Microsoft Corporation
2. Description of the trip: Microsoft is organizing a trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the tech sector.
3. Dates of travel: October 2nd - 3rd, 2019
4. Place of travel: Washington, D.C. to Redmond, WA
5. Name and title of Senate invitees: See attached attendee list, accepting first 15 to RSVP
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR-
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND-
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND-
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from Washington, D.C. (DCA) to Seattle, WA (SEA).

A 2-night itinerary is developed to facilitate a full day of programming on Thursday, October 3.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss the policy issues important to the tech sector. as the sole Sponsor, Microsoft has planned the agenda, speaker sessions, and tour on Microsoft Campus, along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft has hosted similar trips in each of the last 5 years and had previously hosted the trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, and the public focusing on areas of IT innovation, computer science education, products/services, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$538.53 RT, economy fare; \$150 ground transportation	\$184 per night for one night	\$76, one day	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event that is arranged and organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

Thompson Seattle

110 Stewart St, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

Can accommodate the Per Diem for lodging in October which is \$184/night

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meals provided are equal to per diem rate

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy class only. Ground transportation is

also being provided to / from the airport, from the hotel to Microsoft campus, dinner, and return to hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Scott McCullers

Name and Title: Scott McCullers, U.S. Government Affairs Coordinator

Name of Organization: Microsoft

Address: 901 K St NW, Suite 1100

Telephone Number: 2022635952

Fax Number: N/A

E-mail Address: scott.mccullers@microsoft.com

Dang, Madeline (Ethics)

From: Kazibwe, Rodney (Schumer)
Sent: Thursday, September 26, 2019 1:06 PM
To: Dang, Madeline (Ethics)
Subject: FW: You're Invited to the Microsoft October Congressional Staff Visit

Please find the official invitation below.

Thanks again for your help!

Rodney

From: Microsoft Staff Visit 2019 <staffvisit19@microsoft.regsvc.com>
Sent: Thursday, September 26, 2019 1:04 PM
To: Kazibwe, Rodney (Schumer) <Rodney_Kazibwe@schumer.senate.gov>
Cc: scott.mccullers@microsoft.com
Subject: You're Invited to the Microsoft October Congressional Staff Visit

Hello Rodney!

Below is an official invitation to the October Congressional Staff Visit which you can submit to Ethics. This should be the last step toward getting approval to come on the visit. Let me know if you have any questions!

Best,
Calista

Greetings Rodney,

Microsoft is pleased to invite you to visit our headquarters in Redmond, Washington on Thursday, October 3rd, 2019. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full agenda and ethics forms to be submitted for approval. To indicate your availability and interest in attending this visit, immediately respond to this email and submit the attached documents to Ethics for approval.

We will take a limited number of members on a first come, first serve basis to sign up for this event, and will let you know if your RSVP has been confirmed based on attendance. If and when your attendance is confirmed, you will receive instructions for next steps to arrange travel.

Do not hesitate to reach out to StaffVisit2019@microsoft.regsvc.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

We look forward to hosting you in the Pacific Northwest

Thank you,

Michaela Berendt
Government Affairs Specialist, Microsoft

Microsoft Congressional Staff Visit 2019